



## Reclassifying GL Entries (ZE Document Type)

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This document is intended for agency end-users who need to reclassify/correct a General Ledger entry.

**Document Type:** ZE

**Central Approval Needed?:** N

**Transaction Codes to Remember:**

- FV50 ("Park G/L Account Document")
- FB03 ("Display Document")
- FMCCAVERVIEW ("Overview Values for Cash Control Account Assignments")

The process of reclassifying/correction journal entries will be handled in MAGIC via journal entries to the General Ledger. The document type that will be used in MAGIC for most of these entries is the ZE, which is called the "Agency Reclass" document. Agencies can use the FV50 transaction code or the JV Interface (ZFGL\_JV\_INTF) transaction codes to perform the steps in the process. Below are some sample entries that discuss how the ZE reclassification postings will work in MAGIC. In the examples below, DFA (Business Area 1130) is used for demonstration purposes.

MAGIC has very specific rules that are built into the system for the ZE document type. End-users must keep in mind these rules when performing an entry using the ZE. Below are the rules for the ZE document type:

1. Debits and credits must balance by fund.
2. Cannot cross Business Areas with the ZE doc type.
3. Business Area 1000 cannot be used with the ZE doc type.
4. No balance sheet accounts other than 10060000 ("Cash Adjustments") may be used.
5. If crossing funds with the ZE doc type, then the user must enter a cash line on the entry.
6. Cannot move from Revenues to Expenditures or vice-versa.
7. Revenue GL accounts can cross GL account groups only if using the same fund on all lines of the transaction code.
8. If crossing funds on a ZE transaction and using a Revenue GL account, the same Revenue GL account must be used on both sides of the transaction.
9. If crossing funds on a ZE transaction and using an Expenditure GL account, the same Expenditure GL account must be used on both sides of the transaction.
10. Expenditure GL accounts cannot cross GL account groups under any circumstances.
11. The following GL account groups cannot be posted using the ZE: Capital Outlay (6300), Depreciation (8000) and Conversion (9000).
12. If using the Travel GL Account group (6030), the Assignment and PERNR fields cannot be blank.
13. The net cash impact must be zero (ie debits and credits to the 10060000 GL account must equal to zero; example - if I credit \$25.00 to the 10060000 GL account on Fund A, then I must have a debit of \$25.00 to the 10060000 GL account for Fund B in the transaction code).

In Example #1 below, we accidentally posted a revenue entry (for example with the YC document type) using the wrong Revenue GL account. So, we will reclassify/correct the Revenue GL Account by performing a ZE posting. However, we are not editing the coding block data (Cost Center, Fund, Functional Area, etc.), as the rest of our coding block data on the original entry was correct.

<u>Line</u>	<u>Doc Type</u>	<u>Debit/Credit</u>	<u>Amount</u>	<u>GL Account</u>	<u>Business Area</u>	<u>Fund</u>	<u>Cost Center</u>	<u>Functional Area</u>	<u>Grant</u>
1	ZE	D	\$100.00	40620000 - ("Liquor Tax")	1130	3313100000	1130000001	11300101	NRGRANT
2	ZE	C	\$100.00	40621000 - ("Beer and Wine Tax")	1130	3313100000	1130000001	11300101	NRGRANT

In Example #2 below, we accidentally posted an Expenditure entry using the wrong Expenditure GL account. So, we will reclassify/correct the expenditure entry by performing a ZE posting. However, we are not editing the coding block data (Cost Center, Fund, Functional Area, etc.), as the rest of our coding block data on the original entry was correct. Keep in mind that the ZE will not allow a user to cross Expenditure GL Account groups.

<u>Line</u>	<u>Doc Type</u>	<u>Debit/Credit</u>	<u>Amount</u>	<u>GL Account</u>	<u>Business Area</u>	<u>Fund</u>	<u>Cost Center</u>	<u>Functional Area</u>	<u>Grant</u>
1	ZE	D	\$100.00	61200000 - ("Utilities")	1130	3313100000	1130000001	11300101	NRGRANT
2	ZE	C	\$100.00	61110000 - ("Postal Services")	1130	3313100000	1130000001	11300101	NRGRANT

In Example #3 below, we accidentally posted a revenue entry (for example with the YC document type) using the wrong coding block data. So, we will reclassify/correct the coding block data by performing a ZE posting. However, we are not changing the Revenue GL account on this posting, as you must use the same Revenue GL account on both sides of the entry when crossing funds. Since we are crossing funds, this means that we need to move cash as well.

<u>Line</u>	<u>Doc Type</u>	<u>Debit/Credit</u>	<u>Amount</u>	<u>GL Account</u>	<u>Business Area</u>	<u>Fund</u>	<u>Cost Center</u>	<u>Functional Area</u>	<u>Grant</u>
1	ZE	D	\$100.00	40100000 - ("Sales Tax")	1130	3313100000	1130000001	11300101	NRGRANT
2	ZE	C	\$100.00	10060000 - ("Cash – Direct Postings")	1130	3313100000			NRGRANT
3	ZE	D	\$100.00	10060000 - ("Cash – Direct Postings")	1130	3314200000			NRGRANT
4	ZE	C	\$100.00	40100000 - ("Sales Tax")	1130	3314200000	1130000001	11300101	NRGRANT

In Example #4 below, we accidentally posted an Expenditure entry using the wrong coding block data. So, we will reclassify/correct the coding block data by performing a ZE posting. However, we are not changing the Expenditure GL account on this posting, as you must use the same Expenditure GL account on both sides of the entry when crossing funds. Since we are crossing funds, this means that we need to move cash as well.

<u>Line</u>	<u>Doc Type</u>	<u>Debit/Credit</u>	<u>Amount</u>	<u>GL Account</u>	<u>Business Area</u>	<u>Fund</u>	<u>Cost Center</u>	<u>Functional Area</u>	<u>Grant</u>
1	ZE	D	\$100.00	61110000 - ("Postal Services")	1130	3314200000	1130000001	11300101	NRGRANT
2	ZE	D	\$100.00	10060000 - ("Cash – Direct Postings")	1130	3314200000			NRGRANT
3	ZE	C	\$100.00	10060000 - ("Cash – Direct Postings")	1130	3313100000			NRGRANT
4	ZE	C	\$100.00	61110000 - ("Postal Services")	1130	3313100000	1130000001	11300101	NRGRANT

In Example #5 below, we accidentally posted an Expenditure entry using the wrong Cost Center but the rest of the coding block data (Fund, Functional Area, etc.) was correct, as was the Expenditure GL account. So, we will reclassify/correct the Expenditure entry by performing a ZE posting. Since we are not crossing funds, we do not have to move cash and will only do a two line entry.

<u>Line</u>	<u>Doc Type</u>	<u>Debit/Credit</u>	<u>Amount</u>	<u>GL Account</u>	<u>Business Area</u>	<u>Fund</u>	<u>Cost Center</u>	<u>Functional Area</u>	<u>Grant</u>
1	ZE	C	\$100.00	61110000 - ("Postal Services")	1130	3314200000	1130000001	11300101	NRGRANT
2	ZE	D	\$100.00	61110000 - ("Postal Services")	1130	3314200000	1130000002	11300101	NRGRANT